

## CHECKLIST OF REQUIRED HIRING DOCUMENTS

<b>Applicant's Name:</b>	<b>SSN:</b>	<b>Personnel No:</b>
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#	Document Description	Received
1	Application, screened by DFA HR	
2	Hiring Freeze Approval Form / Justification Approval	
3	Applicant Selection Record	
4	KAS Listing	
5	Job Vacancy Request Report (JV-RR)	
6	Approved Reclass Request (if necessary)	
7	Special Entry Rate Approval	
8	Employment Eligibility Verification Form (I-9 Form)--completed	
9	Photocopies of IDs used for I-9	
10	State and Federal tax forms	
11	Public Employees Retirement Membership Data Form / SSA Card Copy	
12	Proof of Prior Service Form (if necessary)	
13	Selective Service Status Form	
14	Tax Obligation Policy Acknowledgment	
15	Drug-Free Workplace Policy Acknowledgment	
16	Employee Disclosure/Certification/Employment of Family Members (F-3/F-4)	
17	Employee Disclosure Requirements/Restriction Notice (F-5/F-6)	
18	Employee Disclosure Requirements (Benefit from State Contract) (F-7)	
19	Disclosure Requirements (F-8)	
20	Authorization to Operate a State Vehicle (VSP-1)*	
21	Authorization to Obtain Driving Records (non-resident) (VSP-2)*	
22	Direct Deposit Form & Voided Check (these can be fax copies)	
23	AASIS Info Confidentiality and Security Agreement	

#2-6            are not necessary when hiring extra help employees, unless transferring an extra help employee to a regular position.

#8-15           are not necessary with current DFA employees

#16-18        must be dated prior to employee's first day of work

#20-21        are required if the employee will drive on state business for any reason

**If an emergency hire:** Submit Emergency Hire approval, and omit #s 3-5 above.